

14 June 1994

VEHICLE OPERATIONS

1. Mission Statement. Operates vehicles in support of the base mission; manage registered vehicles and maintain fleet records; maintain a central dispatch operations; and manage vehicle licensing and qualification.
2. Authority. AFM 77-310, Vol I, Vehicle Operations, Acquisition, Management, and Use of Motor Vehicles, provides USAF policy and procedural guidance for this work center. This standard was developed as an objective flight phase II study in accordance with policy and guidance from the Air Staff and AFMAN 38-208.
3. Applicability:
 - a. This is a peacetime Air Force Manpower Standard (AFMS).
 - b. This standard applies to CONUS and overseas Air Force installations without a primary flying mission: USAF Academy, Chicksands, Hanscom, Bolling, Keesler, Lackland, Kirtland, Edwards, and Eglin.
 - c. This standard does not apply to AF Reserves, Air National Guard, and bases that are scheduled for closure.
 - d. Applicable bases will develop a negative variance to account for the processes not performed and a positive variance to account for processes not included in this AFMS.
 - e. This AFMS does not apply to flights which have been cost compared (OMB Circular A-76). Bases should develop negative variances to account for processes not performed or performed by contract, and positive variances for processes performed but not included in the AFMS.
4. Core Composition. Two core compositions were developed for this AFMS: One for base populations under 5,000 and one for base populations of 5,000 and above.

	Under 5,000	Over 5,000
a. Core Population	3185	7855
b. Core Requirement	22	36
c. Core Range	18-24	28-63
d. Major Programming Factor. Base Population		

5. Standard Data:

- a. Classification: Type III
 - b. Approval Date: November 1993
 - c. Man-hour Data Source: Workshop measurement/Expert Team
 - d. Man-hour Equation:
 - (1) Under 5,000 Population
 $Y = 2314.7 + .35X$
 - (2) Over 5,000 Population
 $Y = -1361.8 + .90X$
 - e. Workload Factor:
 - (1) Title. Base Population
 - (2) Definition. The total number of AF military and civilian (funded) authorizations to include AF tenant organizations. Exclude contract manpower equivalents (CMEs) and geographically separated units (GSUs).
 - (3) Source. The Unit Manpower Document (UMD) File Part A.
 - f. Study Team:
 - (1) Lead Technician - Mr Ken Albrecht, AFLOGMET/MEMT
 - (2) Functional Representative - CMSgt P. Hodson , HQ USAF/LGTV
 - (3) Program Manager - Mr Richard Dublin, HQ AFMEA/MEMS
6. Application Instructions.
- a. Determine the authorized base population for the projected years' authorized totals in the UMD, using only File Part A. (Do not count CMEs and GSUs)
 - b. Using the appropriate man-hour equation from para 5d, substitute the base population determined in step a, for 'X' and compute the man-hours.
 - c. Divide the computed man-hours by the applicable Man-Hour Availability Factor (MAF) and overload factor (use current rounding rules) to determine the core manpower.
 - d. Determine variance manpower. Using the applicable variance(s) (see atch 3) for your base, add/subtract to or from the manning indicated in the core authorizations determined in step 6c above. This number will be the authorized strength for the Vehicle Operations Flight.
 - e. Refer to attachment 2 for the grades and skill table.
7. Statement of Conditions. Standard hours of operation for Vehicle Operations work centers are: For populations under 5,000; 14 hours per day Mon-Fri, 8 hours per day Sat & Sun. For populations over 5,000; 24 hours per day 7 days per week. Weather conditions may affect driving and response time of dispatches. No other conditions had an impact on the development or application of this standard. Elimination of the VAUB has been included. This AFMS was developed under the CSAF directed "no growth policy." The major programming factor, base population, is derived from the UMD File Part A and excludes CME's and GSU's. Application of the

workload factor must be adhered to. Any deviation to the application instructions could overstate manpower authorizations Air Force wide, making this AFMS unusable. Note: Core manning does not include on-base shuttle bus operations.

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1. Work Center Description
2. Standard Manpower Table
3. Approved Variances
4. Process Analysis Summary

WORK CENTER DESCRIPTION

VEHICLE OPERATIONS

1. Performs Managerial/Administrative duties.
 - 1.1. Plans, organizes, and directs motor vehicle transportation for operational mission support.
 - 1.2. Administers and supervises personnel.
 - 1.3. Processes correspondence.
2. Operates Vehicle.
 - 2.1. Taxi operation.
 - 2.2. Passenger/Cargo support.
3. Manages Registered Equipment.
4. Maintains Vehicle Fleet Records.
5. Services Vehicle, Performs Operator Care and Equipment Support Operations.
6. Performs Dispatching Operations.
 - 6.1. Taxi dispatch.
 - 6.2. Passenger/Cargo dispatch.
 - 6.3. U-Drive-It dispatch.
7. Manages Vehicle Licensing and Qualification Program.
 - 7.1. Coordinates driver training.
 - 7.2. Processes driver record and license.
8. Directs Dispatch Operation.
 - 8.1. Plans convoy.
 - 8.2. Schedules vehicle and equipment.
 - 8.3. Reviews inspection guide and trouble report.
 - 8.4. Coordinates transportation requests.
9. Performs Analysis.
 - 9.1. Performs general fleet analysis.
 - 9.2. Performs authorization analysis.
 - 9.3. Performs utilization analysis.
 - 9.4. Performs vehicle operations management analysis.
10. Manages Vehicle Control Program.

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Vehicle Operations Flight/42A2			2571.2 - 13980.9								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T3	CPT	1	1	1	1	1	1	1	1	1
Vehicle Operation Manager	2T100	CMS									
Vehicle Operation Supv	2T191	SMS									
Vehicle Operations Crftmn	2T171	MSG	1	1	1	1	1	1	1	1	1
Vehicle Operations Crftmn	2T171	TSG	1	1	1	1	1	1	1	1	1
Vehicle Oper/Disp Jrnymn	2T151	SSG	2	2	2	2	2	2	3	3	3
Vehicle Oper/Disp Jrnymn	2T151	SRA	5	5	6	6	7	7	7	8	8
Vehicle Oper/Disp Apr	2T131	A1C	5	6	6	7	7	8	8	8	9
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			16	17	18	19	20	21	22	23	24
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T3	CPT	1	1	1	1	1	1	1	1	1
Vehicle Operation Manager	2T100	CMS									
Vehicle Operation Supt	2T191	SMS									
Vehicle Operations Crftmn	2T171	MSG	1	1	1	1	1	1	1	2	2
Vehicle Operations Crftmn	2T171	TSG	2	2	2	2	2	2	2	2	2
Vehicle Oper/Disp Jrnymn	2T151	SSG	3	4	4	4	4	5	5	5	5
Vehicle Oper/Disp Jrnymn	2T151	SRA	8	8	8	9	9	9	10	10	10
Vehicle Oper/Disp Apr	2T131	A1C	9	9	10	10	11	11	11	11	12
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			25	26	27	28	29	30	31	32	33

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Vehicle Operations Flight/42A2			2571.2 - 13980.9								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T3	CPT	1	1	1	1	1	1	1	1	1
Vehicle Operation Manager	2T100	CMS									
Vehicle Operation Supv	2T191	SMS					1	1	1	1	1
Vehicle Operations Crftmn	2T171	MSG	2	2	2	2	2	2	2	2	2
Vehicle Operations Crftmn	2T171	TSG	2	2	2	2	2	2	2	2	2
Vehicle Oper/Disp Jrnymn	2T151	SSG	5	5	5	6	6	6	6	7	7
Vehicle Oper/Disp Jrnymn	2T151	SRA	11	11	12	12	12	13	13	13	14
Vehicle Oper/Disp Apr	2T131	A1C	12	13	13	13	13	13	14	14	14
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			34	35	36	37	38	39	40	41	42
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T3	CPT	1	1	1	1	1	1	1	1	1
Vehicle Operation Manager	2T100	CMS									
Vehicle Operation Supt	2T191	SMS	1	1	1	1	1	1	1	1	1
Vehicle Operations Crftmn	2T171	MSG	2	2	2	2	2	2	2	2	2
Vehicle Operations Crftmn	2T171	TSG	3	3	3	3	3	3	3	3	3
Vehicle Oper/Disp Jrnymn	2T151	SSG	7	7	8	8	9	9	9	9	10
Vehicle Oper/Disp Jrnymn	2T151	SRA	14	14	14	15	15	15	16	16	16
Vehicle Oper/Disp Apr	2T131	A1C	14	15	15	15	15	16	16	17	17
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			43	44	45	46	47	48	49	50	51

STANDARD MANPOWER TABLE											
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE								
Vehicle Operations Flight/42A2			2571.2 - 13980.9								
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T3	CPT	1	1	1	1	1	1	1	1	1
Vehicle Operation Manager	2T100	CMS							1	1	1
Vehicle Operation Supv	2T191	SMS	1	1	1	1	1	1			
Vehicle Operations Crftmn	2T171	MSG	2	3	3	3	3	3	3	3	3
Vehicle Operations Crftmn	2T171	TSG	3	3	3	3	3	3	3	3	4
Vehicle Oper/Disp Jrnymn	2T151	SSG	10	10	10	11	11	11	12	12	12
Vehicle Oper/Disp Jrnymn	2T151	SRA	17	17	17	17	18	18	18	19	19
Vehicle Oper/Disp Apr	2T131	A1C	17	17	18	18	18	19	19	19	19
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			52	53	54	55	56	57	58	59	60
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Transportation	24T3	CPT	1	1	1	1	1	1	1	1	1
Vehicle Operation Manager	2T100	CMS	1	1	1	1	1	1	1	1	1
Vehicle Operation Supt	2T191	SMS									
Vehicle Operations Crftmn	2T171	MSG	3	3	3	3	3	3	3	3	3
Vehicle Operations Crftmn	2T171	TSG	4	4	4	4	4	4	4	4	4
Vehicle Oper/Disp Jrnymn	2T151	SSG	12	13	13	13	14	14	14	15	15
Vehicle Oper/Disp Jrnymn	2T151	SRA	19	19	19	20	20	20	21	21	21
Vehicle Oper/Disp Apr	2T131	A1C	20	20	21	21	21	22	22	22	23
Information Mgt Jrnymn	3A051	SSG	1	1	1	1	1	1	1	1	1
TOTAL			61	62	63	64	65	66	67	68	69

APPROVED VARIANCES

Note: All "impacts" are in manpower authorizations unless otherwise stated.

1. TITLE: Positive Mission Variance for Support of Cadet Activities.

DEFINITION: To provide bus support of USAFA cadet activities both on the USAF Academy and throughout a twelve state region.

APPLICABILITY: USAF Academy.

IMPACT: +16

2. TITLE: Positive Environmental Variance for Shuttle Bus Operations.

DEFINITION: Shuttle Bus Operations are required for selected locations where facilities are spread out and scattered over a large area.

APPLICABILITY:	IMPACT:
Academy	+5
Bolling	+3
Keesler	+4
Kirtland	+2
Edwards	+3

3. TITLE: Positive Mission/Environmental Variance for Airport Shuttle Operations.

DEFINITION: Keesler's mission dictates the transportation of students to and from the airports (2 shifts). Because of Edwards location, no commercial transportation is available to and from the airports.

APPLICABILITY:	IMPACT:
Keesler	+2
Edwards	+3

4. TITLE: Positive Mission Variance for VIP Support.

DEFINITION: To dedicate support for continuous distinguished visitors.

APPLICABILITY:	IMPACT:
Academy	+3
Bolling	+3
Kirtland	+1

5. TITLE: Positive Mission Variance to Support Air Force Bands.

DEFINITION: At selected locations, due to the TDY bus transportation requirements of Air Force Band members and their equipment, dedicated transportation support is required.

APPLICABILITY:	IMPACT:
Academy	+3
Hanscom	+2
Bolling	+6
Lackland	+2

6. TITLE: Positive Environmental Variance for Hospital Shuttle Bus.

DEFINITION: Edwards is supported by distant regional hospitals in Long Beach and March AFB (2hrs) and San Diego (4hrs).

APPLICABILITY:	IMPACT:
Edwards	+2

7. TITLE: Positive Environmental Variance to Support School Bus Operations.

DEFINITION: The Department of Defense must support dependent school bus operations at Lackland.

APPLICABILITY:	IMPACT:
Lackland	+2

8. TITLE: Positive Mission Variance for Guard and Reserve.

DEFINITION: To support those bases that have more than 1000 Guard and Reserve authorizations on the UMD File Part B.

APPLICABILITY:	IMPACT:
Keesler	+1
Kirtland	+1
Eglin	+1

9. TITLE: Positive Mission Variance for DLI and OTS students.

DEFINITION: To provide support for Defense Language Institute and Officer Training School students which are transported from Lackland to Hondo, Texas for pilot screening.

APPLICABILITY:	IMPACT:
Lackland	+2

10. TITLE: Positive Mission Variance for AFDW Support.

DEFINITION: To provide support for Bollings unique organizations: Air Force Honor Guard (10); Defense Intelligence Intelligence Agency (1); Pentagon Support (2).

APPLICABILITY:	IMPACT:
Bolling	+13

11. TITLE: Positive Mission Variance for Air Crew Support.

DEFINITION: To support the permanent and transient aircrew.

APPLICABILITY:	IMPACT:
Kirtland	+3
Eglin	+6

12. TITLE: Positive Mission Variance for Student Population Support.

DEFINITION: For support of ATC, Pipeline and TDY student population.

APPLICABILITY:	IMPACT:
Keesler	+9
Lackland	+7

13. TITLE: Positive Mission Variance for Project Fleet Support.

DEFINITION: To support research, development and testing.

APPLICABILITY:	IMPACT:
Eglin	+7

14. TITLE: Positive Mission Variance for other Populations Supported.

DEFINITION: To provide support for significant tenant non-Air Force populations.

APPLICABILITY:	IMPACT:
Keesler	+3
Lackland	+3
Kirtland	+1

15. TITLE: Positive Environmental Variance for Traffic and Distance.

DEFINITION: At Kirtland, long haul tractor and trailer support is needed for research, development and testing. At Bolling, increased dispatch time because of travel in the District of Columbia Metro area.

APPLICABILITY:	IMPACT:
Kirtland	+8
Bolling	+5

PROCESS ANALYSIS SUMMARY
(Base Population under 5,000)

<u>PROCESS TITLE</u>	<u>PROCESS TIME (MAN-HOURS)</u>	<u>MONTHLY PROJECTED WORKLOAD</u>	<u>FRACTIONAL MANPOWER</u>
Performs Managerial/ Administrative Duties	482.1	FIXED	3.000
Operates Vehicle	1.5	518 Dispatches	4.835
Manages Registered Equipment	.193	833 Records	1.000
Maintains Vehicle Fleet Records	160.7	FIXED	1.000
Services Vehicle, Performs Operator Care and Equipment Support Operations	12.6	65 Vehicles in Vehicle Operations	5.096
Performs Dispatching Operations, (14 hr/day M-F, 8 hr/day Sat & Sun)	548.0	MIN MANNING	3.410
Manages Vehicle Licensing and Qualification Program	128.6	-----	0.800
Directs Dispatch Operation	160.7	FIXED	1.000
Performs Analysis	32.1	-----	0.200
Manages Vehicle Control Program	160.7	FIXED	1.000

			21.341

Note: The above processes are listed in priority order.

PROCESS ANALYSIS SUMMARY
(Base Population over 5,000)

<u>PROCESS TITLE</u>	<u>PROCESS TIME (MAN-HOURS)</u>	<u>MONTHLY PROJECTED WORKLOAD</u>	<u>FRACTIONAL MANPOWER</u>
Performs Managerial/ Administrative Duties	482.1	FIXED	3.000
Operates Vehicle	1.75	1355 Dispatches	14.756
Manages Registered Equipment	.193	833 Records	1.000
Maintains Vehicle Fleet Records	160.7	FIXED	1.000
Services Vehicle, Performs Operator Care and Equipment Support Operations	12.6	91 Vehicles in Vehicle Operations	7.135
Performs Dispatching Operations, (24 hr/day, 7 day/week)	904.4	MIN MANNING	5.628
Manages Vehicle Licensing and Qualification Program	128.6	-----	0.800
Directs Dispatch Operation	160.7	FIXED	1.000
Performs Analysis	32.1	-----	0.200
Manages Vehicle Control Program	160.7	FIXED	1.000

			35.519

Note: The above processes are listed in priority order.